

Board of Chiropractic Examiners

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Frequently Asked Questions About the Process Of Obtaining a License

Q: Where do I find information about applying for a license?

A: *To find out about getting a license and/or obtaining an application, you may call the Board of Chiropractic Examiners at (916) 263-5355, or you may visit the Board's website at www.chiro.ca.gov. Click on Forms/Applications.*

Q: Do I have to send in my fees with the application?

A: *Yes. If not, your application will be returned. If you use Live Scan fingerprint services, submit \$100.00 along with the application. If you use the standard fingerprint cards, submit \$156.00, application and the printed cards.*

Q: How long does it take to get a license?

A: *The average processing time is 3 to 5 months. Please note that, because of the processing time, it is not necessary for you to overnight or special deliver your application.*

Q: How do I find out the status of my application?

A: *The average time to initially review your application is 8 to 10 weeks. At that time, either a letter requesting more information, or the letter authorizing you to sit for the Law and Professional Practice Exam will be sent. You will receive only one, so be sure to keep it available during the licensing process.*

Q: If I send everything in, can I get my application processed sooner?

A: *It is possible, but keep in mind, that it may take an average of 3 to 5 months to process them. Each application is unique therefore, some applications may qualify sooner than others.*

Q: After I send in my application, how will I know what else I need to do?

A: *After your application has been initially reviewed, a letter will be sent advising you that you have either qualified for the LPPE, or that you will need to send additional documentation to complete the application. The letter requesting additional documentation is called a deficiency letter. Please note, that a deficiency letter is a request for documentation and does not mean that upon receipt of the requested documents, the application is complete.*

Q: What do I have to do if I change my name or address?

A: *To change your address, mail the change to the Board accompanied with your signature. If you have legally changed your name, send the request along with a copy of the court order.*

Q: What is the difference between live scan and fingerprint cards?

A: *Live Scan is a process that scans your fingerprints electronically and is mandatory for California residents. The fingerprint fees are paid at the Live Scan site. You will need to send the Board's copy of the Live Scan form.*

Fingerprint cards are used by out of state residents only. Fingerprint cards used by California residents will be returned, unless a exemption is granted from the Department of Justice. The applicant must send the completed cards back to the Board, along with a processing fee of \$56.00.

Q: What is a preceptorship program?

A: *Pursuant to California Code of Regulations §312, a preceptorship program allows the student to practice under the 100 percent supervision of a licensed doctor of chiropractic. The preceptor doctor applies with one of the Board approved colleges and serves as an extension of the college for purposes of the clinical portion of the curriculum during the final term of schooling. A student enrolled in a preceptorship program is allowed to obtain a fee.*

Q: Can I use the prefix Dr. and/or suffix D.C without a license?

A: *No. California Code of Regulations §310.2 "prohibits individuals from practicing chiropractic unless they hold an active chiropractic license issued by the Board. Additionally, individuals may not advertise or promote, in any manner, the words "doctor" or "chiropractor", or use the prefix "Dr." or suffix "D.C.", or engage in the practice of chiropractic without having a valid, unrevoked or unsurrendered license". Failure to comply with this regulation is a violation of the Chiropractic Initiative Act. You could be denied a license for violation of this regulation.*

Q: When can I sit for the Law and Professional Practice Exam (LPPE)?

A: *When all the required documentation has been reviewed and verified, a letter will be sent authorizing you to sit for the exam.*

Q: Where do I sit for the LPPE?

A: *On the letter authorizing you to sit for the exam will be an 800 number for you to call. This is the Testing Center (CATS), and they will assist you as you decide where, when, and at what time you wish to sit for the test. You may not take this test on-line.*

Q: I have taken the LPPE twice and failed. I have financial hardships and not working adds to my growing debt. Can I take the test without the required 30 day wait?

A: *No. The responsibility of passing the LPPE rests solely with the applicant.*

Q: How long do I have to pass the LPPE?

A: *You will have one year from the date of your original authorization letter to pass the exam. If you do not pass within the one-year, your application will be sent for destruction and you will need to resubmit a new application along with the associated fees and documents.*

Q: On my licensing application, do I have to answer yes to a criminal history question if my case has been expunged or dismissed?

A: *Yes. California Penal Code §1203.4(a) states that an applicant is not relieved from*

his or her obligation to disclose a conviction in response to any direct question contained in any questionnaire or application for licensure by any state or local agency.

Q: If I have been convicted of a felony or misdemeanor, will this prevent me from obtaining a license?

A: *This type of information will be reviewed on an individual basis. We ask that you submit your application, fee and information regarding the occurrence. The Board will review your file and make a decision at that time. Please keep in mind that we do take into consideration the type of conviction, the age that you were when the incident occurred, and the time that has elapsed since the conviction.*

Q: If I have a criminal history, will I need to send anything to the Board?

A: *If you have answered "Yes" to question 12 of the application, you will need to submit a detailed personal statement describing the events and circumstances leading up to your arrest or citation. When on further review it is determined that the Board will require additional information, you will be notified as to what documents you will need to submit.*

Q: For the purpose of answering question 12 on the California chiropractic license application, does reckless driving constitute a minor traffic violation?

A: *No.*

Q: For the purpose of answering question 12 on the California chiropractic license application, do I have to disclose an alcohol related conviction if the charge is later reduced to a non-alcoholic related violation?

A: *Yes.*

Q: What am I allowed to do while waiting for my license?

A: *For information relating to the scope of practice, refer to California Code of Regulations §302 (Practice of Chiropractic)*

Q: Does my Chiropractic School automatically send my school information to the Board?

A: *No. You must request the required documents be sent directly to any Board of the state where you wish to practice chiropractic.*

Q: How long will my application be kept on file?

A: *One year from the date the Board received the application.*

Q: If I send my application along with a friend's, will they both get processed at the same time?

A: *Each application will be processed in the order it was received.*

Q: Are temporary licenses available while applying for licensure?

A: *No*

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